

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

### Class Title: **CREDENTIALLED CHEMICAL DEPENDENCIES COUNSELOR**

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Jurisdictional Class: **Competitive**  
Date Adopted: **Sept. 9, 1994**  
Date Revised: **Nov. 19, 1997**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **15**

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**DISTINGUISHING FEATURES OF THE CLASS:** A Credentialed Chemical Dependencies Counselor counsels alcoholics and substance abusers and is responsible for planning and implementing a variety of rehabilitation activities. Work is done according to departmental policies and generally accepted counseling procedures and standards, under the general supervision of senior clinic staff or the program director. Incumbents have considerable responsibility and a wide leeway for the exercise of independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Counsels chemical dependents and their families individually and in groups;  
Performs intake evaluations for chemical abusers and family members;  
Participates in case management and clinical meetings;  
Maintains a variety of records;  
Refers clients and their family members to appropriate services and professionals;  
Helps evaluate chemical dependency counseling;  
Keeps abreast of new developments in chemical dependency and counseling.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of basic principals, practices and techniques used in chemical dependency counseling, human behavior and group and individual counseling methods;  
Working knowledge of theories of addiction and treatment;  
Ability to plan, develop and carry out substance abuse counseling and to establish rapport with chemically dependent clients and their families;  
Empathy with the problems and needs of chemical dependents, excellent moral character, high ethics and good judgment.

**MINIMUM QUALIFICATIONS:**

- (A) Possession of a Certified Alcohol and Substance Abuse Counselor (CASAC) certificate and **either:**
  - (1) Graduation from an accredited college or university with a master's degree in psychology, social science or a related field, **OR**
  - (2) Graduation from an accredited college or university with a bachelor's degree in psychology, social science or a related field and one (1) year of experience in human services, **OR**

Last Reviewed: n/a  
Last Updated: 11/19/97  
Reviewed By: n/a  
Last Reallocated: n/a

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COUNSELOR**

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- (3) Graduation from an accredited college or university with a bachelor's degree and two (2) years' experience in human services, **OR**
- (B) An equivalent combination of education and experience as defined by the limits of (1) and (2), and (3) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.